



DEPARTMENT OF WATER RESOURCES
EXAMINATION ANNOUNCEMENT



The Department of Water Resources offers Equal Opportunity for all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

It is an objective of the State of California to achieve a drug-free State workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service and the special trust placed in public servants.

ASSISTANT CHIEF COUNSEL
DEPARTMENTAL PROMOTIONAL SPOT EXAMINATION
FOR SACRAMENTO COUNTY

FINAL FILING DATE	October 10, 2012						
	Revised applications (Form STD 678 REV.06/2010) must be postmarked or submitted in person no later than the final filing date. Applications postmarked or personally delivered after the final filing date will not be accepted for any reason. FAXED OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED.						
WHO SHOULD APPLY	Applicants must have a permanent civil service appointment with the Department of Water Resources as of the final filing date, October 10, 2012; Or must be a current or former employee of the Legislature for two or more years as defined in Government Code 18990; or must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code 18992; or must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code 18991.						
HOW TO APPLY	You must submit your Examination Application (Form STD 678 REV.06/2010) by the final filing date of, October 10, 2012. <u>Submit the completed Examination Application Form by mail or in person.</u> <table><tr><td><u>MAILING ADDRESS:</u></td><td>OR</td><td><u>SUBMIT IN PERSON:</u></td></tr><tr><td>Department of Water Resources P.O. Box 942836 Sacramento, CA 94236-0001</td><td></td><td>Department of Water Resources 1416 9th Street, Room 320 Sacramento, CA 95814</td></tr></table> DO NOT SEND APPLICATIONS TO CalHR OR THE DEPARTMENT OF WATER RESOURCES' FIELD OFFICES. Applications are available at Department of Water Resources' (DWR) offices, the DWR website: www.water.ca.gov/jobs/currentexams.cfm , local office of the Employment Development Department, and California Human Resources (CalHR) at www.jobs.ca.gov and click "My Profile".	<u>MAILING ADDRESS:</u>	OR	<u>SUBMIT IN PERSON:</u>	Department of Water Resources P.O. Box 942836 Sacramento, CA 94236-0001		Department of Water Resources 1416 9th Street, Room 320 Sacramento, CA 95814
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IDENTIFICATION REQUIRED	Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.						
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box in Question 2 of the "Application for Examination". You will be contacted to make specific arrangements.						
SALARY RANGE	\$8930 – \$10,043						
ELIGIBLE LIST INFORMATION	A departmental promotional eligible list will be established for the Department of Water Resources. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.						
EXAMINATION DATES	The examination will consist of a Qualifications Appraisal Interview – Weighted 100%. It is anticipated interviews will be held during November/December 2012.						
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	NOTE: All applicants must meet the minimum qualifications for this examination by the final filing date, October 10, 2012. Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement. Membership in The State Bar of California. (Applicants must have active membership in The State Bar before they will be eligible for appointment.) And Either I Two years of experience in the California state service performing legal duties* at a level of responsibility equivalent to Staff Counsel, Range D. (Applicants who have completed 18 months of the required experience will be admitted to the examination, but must complete two years of such experience before they will be eligible for appointment.) Or II Broad and extensive experience (more than five years) in the practice of law.* (Experience in California State service applied toward this requirement must include the same number of years of qualifying experience as required in Pattern I above performing the duties of a class at a level of responsibility equivalent to that described in Pattern I.) *Experience in the "practice of law" or "performing legal duties" is defined as <u>only</u> that legal experience acquired after admission to The Bar.						

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

POSITION DESCRIPTION	<p>The Assistant Chief Counsel works under the general direction of a Chief Counsel with the Department of Water Resources and plans, organizes, directs, coordinates and reviews the work of a major legal section of a large legal office.</p> <p>Position exists in Sacramento with the Department of Water Resources.</p>
EXAMINATION INFORMATION	<p>The examination will consist of a Qualifications Appraisal Interview – Weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.</p>
SCOPE OF EXAMINATION	<p>Qualifications Appraisal Interview – Weighted 100%</p> <p>In addition to evaluating the competitors' relative abilities, as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:</p> <p>A. Knowledge of:</p> <ol style="list-style-type: none">1. Legal principles and their applications.2. Legal research methods, court procedures, rules of evidence and procedure.3. Administrative law and the conduct of proceedings before administrative bodies.4. Provisions of laws and Government Code sections administered or enforced.5. Principles of public administration, personnel management and supervision.6. The Department's Equal Employment Opportunity program objectives.7. A manager's role in the Equal Employment Opportunity program, and the processes available to meet Equal Employment Opportunity objectives. <p>B. Ability to:</p> <ol style="list-style-type: none">1. Analyze legal principles and precedents and apply them to complex legal and administrative problems.2. Present statements of fact, law and argument clearly and logically in written and oral form.3. Draft opinions, pleadings, rulings, regulations and legislation.4. Hold hearings and independently present difficult and complex cases in court.5. Plan, organize, and direct the work of a staff of attorneys.6. Effectively contribute to the Department's Equal Employment Opportunity objectives.
VETERANS PREFERENCE	<p>Veterans Preference Credit will not be granted, as this does not qualify as an entrance examination under the law.</p>

GENERAL INFORMATION

The Department of Water Resources reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

For any examination without a written feature it is the candidate's responsibility to contact the Selection Services Section of the Department of Water Resources, (916) 653-4838 three weeks after the final filing date if he/she has not received a progress notice.

Applications are available at Department of Water Resources' (DWR) offices, the DWR website: www.water.ca.gov/jobs/currentexams.cfm, local office of the Employment Development Department, California Human Resources (CalHR), the CalHR website at www.jobs.ca.gov and click "My Profile".

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. All candidates who pass will be ranked according to their scores.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the classification.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, qualifications appraisal interviews are scheduled in Sacramento and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

If a candidate's notice of oral interview fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged into the appropriate lists in order of final test scores (except as modified by veterans preference credits) regardless of the date of the test, and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.

California Relay Telephone Service for the Deaf or hearing impaired: From **TDD phones: 1-800-735-2929**;
From **Voice phones: 1-800-735-2922**.

For information regarding this examination, please contact Irma Peralez at (916) 653-3910.